TRANSFER

I. Definition

Transfer is the movement of an employee from one position to another position within the same classification.

II. Voluntary Transfers

An employee who meets the minimum qualifications established for a position of the same classification may be transferred with their consent.

III. Involuntary Transfers

In unusual or extenuating circumstances, and due to either performance-related problems with an employee or shifts in personnel needs within the organization, an employee may be transferred to a position of the same classification without their consent as long as the employee meets the minimum qualifications established for this position. In this case of involuntary transfer, the transfer must have the approval of the supervisor, Vice-President, and the President.

IV. Appeal of Involuntary Transfer

If an employee files a written request for reconsideration of the decision for involuntary transfer, such a request will be acted upon. The written request must be addressed to the President of the College and be received by the President no later than seven (7) calendar days of the employee's notification of the transfer. Upon receipt of a proper and timely request, the employee will be granted a hearing with their supervisor, the appropriate Vice-President and the President to state reasons for objection to the transfer. Based on this meeting, the decision to transfer the employee may be rescinded or reaffirmed by the supervisor, Vice-President, and the President.

The decision of this appeal body is final. An involuntary transfer cannot be grieved under the conditions and procedures contained in Policy 03.07.011, "Grievance Policy and Procedures."

V. Method of Determining Employees Subject to Transfer

(Other than those transfers due to performance-related problems)

If a supervisor must choose between two or more employees of the same classification, the supervisor will base their decision of which employee is to be transferred based on the level of ability and competence each employee has for the transferred position.

In the case of choosing between two employees of similar competence and ability for a position transfer, the one with the most seniority will have their choice.

VI. Rights of Transferred Probationary-Status Employee

A probationary status employee shall have no rights to their former position if they fail to perform satisfactorily the duties and responsibilities of their new position or if they wish to be transferred

back to their former position. However, every effort will be made for proper adjudication of the problem.

VII. Rights of Transferred Continuing-Status Employees

A continuing status employee, if they fail to perform satisfactorily the duties and responsibilities of the position to which they were transferred (except for reasons of misconduct), may be permitted to transfer back to their former position or comparable position if a vacancy exists.

If no vacancy exists, every effort will be made to place them in their former position or a comparable position when an opening occurs. Under such unusual conditions, the individual may be subject to dismissal from the College. The individual is entitled to utilize the procedures stated in the "Allegany College Grievance Policy and Procedures" to appeal their dismissal.

In the case involuntary transfers are made during the fiscal year or after the beginning of any fiscal year, a continuing status employee's salary shall not be reduced for the remainder of the year.

VIII. Shift Changes

Since only an employee's working hours change due to a change in shift, and not the employee's position (or position/job description), shift changes are not to be considered as transfers and may occur at the discretion of the supervisor.

IX. Voluntary Transfer Full-Time to Part-Time*

If a support staff employee voluntarily transfers from a full-time position to a part-time position at Allegany College and subsequently transfers back to a full-time position within a five (5) year period, benefits such as seniority, sick leave and vacation length accrued from previous full-time will be reinstated. This policy applies only if there is no break in service.

X. Lateral Transfer

When an employee transfers from one position to another in the same classification, the employee's salary will remain the same, and all years of service will transfer with the employee.

XI. Voluntary Demotion Transfer

An employee who accepts a transfer from a higher classification to a lower classification must also accept a reduction in salary. The salary will be reduced according to years of service for placement on the salary schedule.